

CLERK	2676
CLERK (RESTRICTED)	
<del>PART-TIME CLERK</del>	<del>2700</del>

#### DEFINITION

Performs a variety of routine, general clerical duties in an administrative or school office.

#### TYPICAL DUTIES

Acts as a receptionist and answers telephones and responds to routine inquiries.  
Keeps records and makes entries on standardized forms.  
Does alphabetical and numerical sorting and filing.  
Makes simple computations and compilations of data.  
Searches files and records to locate readily identified information.  
Receives, opens, time-stamps, sorts, and distributes mail.  
Receives and distributes office supplies.  
Addresses, stuffs, seals, and stamps envelopes.  
Staples and assembles printed materials.  
Picks up and delivers materials and messages.  
May operate a calculator, copier duplicating machine, or typewriter.  
Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Clerk performs a variety of routine clerical tasks that do not include typing or require a minimum of typing ability. A Part-Time clerk is assigned 79 hours or less per pay period. A Clerk (Restricted) is hired in accordance with the provisions of Education Code 45259.

An Office Assistant performs a variety of clerical and typing duties ranging from beginning level to those requiring the exercise of judgment based on training and experience.

A Stenographic Secretary I takes dictation, transcribes notes, and performs routine clerical and typing duties under immediate supervision.

#### SUPERVISION

Immediate supervision is received from personnel in higher-level clerical, stenographic, or secretarial classes. No supervision is exercised.

## CLASS QUALIFICATIONS

### Ability to:

- Write legibly
- Spell correctly
- Sort and file accurately and locate material in files
- Make simple arithmetical computations
- Learn to operate various types of office machines
- Deal courteously with employees and the public

### Special Physical Requirement:

- Ability to stand for long periods of time
- Ability to safely lift and move materials, equipment, and/or supplies weighing up to 25 pounds

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or equivalent evidence of educational proficiency at the high school level.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
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